

JOB OPPORTUNITY

Office of the Lieutenant Governor

CLASS TITLE: Administrative Assistant I (Staff Assistant)
SALARY: \$2,900-\$4,162
TIME BASE: Full-Time
FINAL FILING DATE: Until Fill

This position is exempt from State civil service and excluded from collective bargaining.

DUTIES:

The Office of Lieutenant Governor Cruz M. Bustamante is currently seeking a full-time Staff Assistant for the Los Angeles District Office located in Downtown Los Angeles. Under the general direction of the District Director, the Staff Assistant performs a wide variety functions, including but not limited to document and event preparation, and office coordination. Specifically activities include but are not limited to: opening and closing the office, drafting resolutions, proclamations and other congratulatory documents, answering phones; processing mail and faxes; greeting and directing visitors; representing Lieutenant Governor at events.

Highly motivated and flexible individual to join our dynamic team assisting the District Director and the Executive Director of the Commission for Economic Development as needed, responsible for general office maintenance of the screen incoming telephone calls and mail and assign to appropriate staff for reply/action and ensure deadlines are met, preparing monthly reports and tracking of critical projects.

DESIRABLE QUALIFICATIONS

Applicants should possess strong interpersonal, writing and organizational skills and be able to efficiently work and set priorities in a fast-paced environment. An ideal candidate for this entry level position would be a well-spoken, self-assured individual with a positive attitude and the ability to work as a team player. Experience and a demonstrated interest in public service working directly with the community is preferred. Bi-lingual and media experience is encouraged as well.

SUBMIT APPLICATION/RESUMES TO: (Email or FAX cover letter, resume, and writing sample)

Laura Richardson, District Director
Office of the Lieutenant Governor
300 S. Spring Street, Suite 12702
Los Angeles, California 90013
(213) 897-7086
(laura.richardson@ltg.ca.gov)